

ON-SCENE COORDINATOR
Life Scientist/Environmental Engineer/Physical Scientist
GS-401/819/1301-13

POSITION SUMMARY

As a Senior On-Scene Coordinator (OSC) you will:

1. Respond on an emergency basis to the accidental or deliberate release of oil or hazardous materials including biological, chemical and radiological agents or uncontrolled hazardous waste.
2. Serve as the duty officer, providing coverage for the 24-hour emergency response telephone, with responsibility for assessing the nature of the reported incident and deploying an OSC, as appropriate, for oil or hazardous substance spill reports received through the National Response Center (NRC); federal, state, or local response agencies; and independent sources within the region, as required
3. Serve as a warranted Contracting Officer exercising procurement authority in accordance with the specific terms of the Delegation of Procurement Authority (DPA) from the EPA Office of Acquisition Management.
4. Conduct official investigations and inspections pursuant to all federal laws administered by the US EPA, for both fund-led and enforcement-led removal responses.
5. Perform planning, prevention, and preparedness activities related to the health and environmental hazards resulting from intentional or accidental releases of biological, chemical and radiological agents.

MAJOR DUTIES AND RESPONSIBILITIES

DUTY 1:

25%

Responds to the accidental or deliberate release of oil or other hazardous materials, including biological, chemical and radiological agents, or uncontrolled hazardous waste. Evaluates the size, nature and extent of release or spill, its potential hazards, the resources needed to contain and clean it up, and the ability of the responsible party (RP) or local authorities to handle the incident. If appropriate, directs the RP to begin remediation under applicable laws and regulations. If RP efforts are inadequate, the OSC initiates appropriate response actions and notifies the RP of potential liability for federal response costs. Provides direction on innovative or alternative treatment technologies and techniques to be used in the cleanup of hazardous materials. Manages all on-site resources and monitors activities associated with the removal action to ensure the safe and expeditious completion of work. Actions are carried out consistent with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund Amendments and Reauthorization Act (SARA), Stafford Act, other standards, and EPA guidelines.

KSA: 1,2,3,4,5,6,7

DUTY 2:

5%

Serves as technical expert for complex removal responses. Reviews and analyzes scientific literature and confers with other government and industry experts in the life sciences, engineering sciences or physical sciences to ascertain technical implications of EPA decisions on hazardous waste, soil, sediment, and ground water issues. Integrates state-of-the-art technical information from these sources into the analytical and decision-making processes to determine innovative approaches to difficult and extremely complex site problems.

KSA: 1,2,3,4,7

DUTY 3:**10%**

Serves as the duty officer, providing coverage for the 24-hour emergency response telephone, with responsibility for assessing the nature of the reported incident and deploying an OSC, as appropriate, for oil or hazardous substance spill reports received through the National Response Center (NRC), federal, state, or local response agencies, and independent sources within the region. Provides preliminary advice to the reporting party, determining the appropriate level of response, and notifying and coordinating with federal and state natural resource trustees regarding spill occurrences and site activities impacting natural resources. Determines whether the action needed is emergency, time-critical, or non-time critical by considering the probable direction, migration rate, nature, amount, and location of the contamination, as well as the potential impact on human health and the environment.

KSA: 1,2,3,4,5,6,7

DUTY 4:**15%**

Serves as a warranted Contracting Officer with independent contracting authority in accordance with the specific terms of the Delegation of Procurement Authority (DPA) from the EPA Office of Acquisition Management. Maintains certification and uses warrant authorization to enter into delivery orders and contracts for the procurement of services necessary to implement removal responses including: verbal and written delivery orders; orders for services contracts; letter contracts with state and local governments; and notice to proceed procurements.

KSA: 1,2,3,7,8

DUTY 5:**15%**

Performs enforcement activities. Conducts official investigations and inspections pursuant to all federal laws administered by the U.S. EPA for both fund-led and enforcement-led removal responses. As required, the OSC assists in the preparation and negotiation of enforcement orders, and provides technical assistance and support for enforcement actions. The OSC also provides technical review and oversight of potentially responsible party (PRP) activities, and prepares and maintains the necessary documentation for the initiation, continuation, and completion of a removal response. In addition, the OSC provides technical support to the U.S. EPA Criminal Investigation Division (CID) and law enforcement officials performing criminal investigation work that may include counter-terrorism-related environmental incidents.

KSA: 1,2,3,4,5,6,7,8

DUTY 6:**10%**

Performs necessary community relations and coordination activities. Secures site access and coordinates site activities with all involved parties, including site owners, PRPs, other EPA programs, and federal, state, tribal and local agencies, and the public at large. Responds to public, other agency and EPA regional inquiries concerning assessment and cleanups at hazardous waste sites. Public meetings often include concerned citizens from low-income and underserved communities. Prepares and delivers presentations and briefings for conferences, public interest groups, and industry and government. Acts as official EPA representative, addressing community concerns, facilitating public understanding and soliciting citizen's comment regarding removal response-related issues.

Provides technical support and expert testimony in courts or other judicial bodies, such as administrative hearings, and gives depositions.

KSA: 1,2,3,7,8

DUTY 7:

10%

Performs planning, prevention, and preparedness activities related to health and environmental hazards resulting from intentional or accidental releases of biological, chemical and radiological agents. Participates in national and regional workgroups or task forces involved in enhancing or improving the OSC functions, including readiness issues. Provides or selects response training for local, state, or federal response. Facilitates and leads the development of regional, area, and sub-area contingency plans (as required under the NCP 300.210) with representatives of state, local and tribal governments, as well as Canadian and Mexican representatives where necessary in border areas. Plans and leads drills and exercises to test and improve the plan's effectiveness. Works with FEMA in the development of plans and exercises under the National Response Framework.

KSA: 1,2,4,5,7,8

Additional Job or Organization Specific Responsibilities (Optional)

- 1.
 - 2.
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RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

Technical

1. Knowledge of advanced professional engineering, physical science, or biological science to serve as an authority in environmental emergency and uncontrolled hazardous waste site response, and determining risks to public health and the environment due to chemical releases and contamination;
2. Skill in evaluating and utilizing hazardous waste site cleanup techniques and technologies, including sampling, geophysical surveys, and well drilling, and identifying alternatives for site selection and design;

Programmatic

3. Knowledge of Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA), and other federal, state, and local environmental regulations;

Enforcement

4. Knowledge of case development involving hazardous waste site investigation and remediation, fact-finding, and collection and preservation of evidence for civil or criminal prosecution;

Project Management

5. Ability to establish goals and assess progress toward their achievement; and to adjust work operations and program objectives to meet emergencies, changing programs, objectives, or production requirements within available resources and with minimum sacrifice of quality or quantity of work;

Extramural Resources Management

6. Knowledge of Federal Acquisition Regulations (FAR), cost control procedures with regard to contracting officer warrant responsibilities, contractual assistance, and cost accounting record keeping and procedures;

Communication

7. Skill in oral communication to formulate and present arguments and advisory opinions, elicit cooperation and constructive responses from negotiating parties, and provide effective oral briefings and public presentations;

8. Skill in written communication to prepare case documents, elicit cooperative and constructive responses from negotiating parties, and prepare reports.

CONDITIONS OF EMPLOYMENT:

This position is subject to random drug testing and medical monitoring and requires the employee be able to properly wear and use a respirator and travel more than 10 days a month. In addition the position requires the annual filing of a financial disclosure form. The employee must perform work at the U.S. Department of Labor physical demand classification level of "medium" to "heavy" work as defined in the in the DOP Dictionary of Occupational titles: Occasional, 0-33% of the workday lifting 50-100 pounds, or frequent, 34-66% of the workday lifting of 20-50 pounds.

POSITION RISK DESIGNATION:

Position is designated as High Risk based for direct impact on human health; regulatory enforcement; contracting officer duties, and representational functions.

FACTOR LEVEL DESCRIPTIONS:

Factor 1: Knowledge Required by the Position

Level 1-8, 1550 Points

Mastery of the principles, theories, concepts and methodologies found in the life science, environmental engineering or physical science fields sufficient to serve as a technical authority in all aspects of environmental emergency response, uncontrolled hazardous waste site response and/or releases of chemicals or other hazardous substances. This position requires a thorough knowledge of the various types of chemical contaminations and possible threats and effects on humans and the environment. Working knowledge of the principles and theories found in related fields such as geology, hydrology, chemistry, and statistics.

Knowledge of Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA), the National Contingency Plan (NCP), National Environmental Policy Act (NEPA), Resource Conservation Recovery Act (RCRA), Clean Water Act (CWA), Clean Air Act (CAA), Federal Facility Compliance Act (FFCA), Base Closure and Realignment Issues (BRAC), Hazardous waste regulations, and other environmental statutes; as well as the Department of Homeland Security's National Response Framework

Knowledge and skill in assessing the impact and risk of hazardous and toxic waste on public safety and the environment.

Expert skill in establishing goals and assessing progress toward their achievement; and in adjusting work operations and program objectives to meet emergencies, changing programs, objectives, or production requirements within available resources and with minimum sacrifice of quality or quantity of work.

Expert skill in negotiation and persuasion techniques sufficient to explain and justify management's position, negotiate remedial cleanup responsibility with PRPs, negotiate agreements with federal and non-federal agencies, contractors, PRPs, and industrial firms, and persuasively justify to media the public agency position in Superfund matters.

The position requires knowledge of safety issues and problems and the ability to recognize and take steps to protect investigators from contamination of potentially hazardous materials. The position requires training in the proper use of a variety of protective equipment, including self-contained breathing apparatus.

Skill in investigation techniques, analyzing complex situations, problems and legal issues, and making sound decisions based on conclusions.

The incumbent of this position is also required to possess knowledge of contract negotiation and contract administration as required under the OSC Warrant Authority for scientific and labor services while conducting response actions.

Factor 2: Supervisory Controls

Level 2-4, 450 points

Incumbent receives general guidance as to timing, objectives and resources for the program from the supervisor. Assignments are usually broad in nature, and the incumbent has wide latitude in terms of responsibility for planning, designing and implementing solutions for site clean up and the alleviation of damage caused by hazardous substances. The incumbent keeps supervisor informed of any major problems or controversial issues on site. Completed work is normally accepted as technically proficient, but is reviewed for conformance to EPA policy, regulations, site compliance standards, and efficiency and effectiveness of actions in the mitigation of threat to humans and the environment.

Factor 3: Guidelines

Level 3-4, 450 Points

Guidelines are in the form of federal statutes and regulation (e.g., CWA, OPA, CERCLA, RCRA, and the Stafford Act) the National Priorities List, the National Oil and Hazardous Substances Pollution Contingency Plan; various federal, state and local regulations; and EPA policies and standards, in addition to broad agency policy, and professional scientific and/or engineering training and experience. The employee also has access to EPA historical information on proven remedies for site clean up and reduction of environmental damage which may be of some use as precedents. However, these guidelines are often inadequate to meet the challenges involved at sites where standard methods cannot be used to correct the situation without precedent. In such instances, the incumbent must rely on personal experience, and judgment to adapt current practices or extend traditional methods to solve problems encountered.

Factor 4: Complexity

Level 4-5, 325 Points

Work assignments involve varied and complex technical duties, including problem analysis, often with limited data available as to the type and extent of human threat and environmental contamination. Performance of this work requires application of the theories, principles and practices of related fields of science such as chemistry, hydrology, biology and geology, which may be adapted to the development of solutions suitable to the variables associated with each unique response site and the coordination of removal and disposal of hazardous substances; and budgetary limitations regarding costly, necessary clean up activities. The clean up process is also complicated by interaction

with state and local political officials and agencies, negotiations with potentially responsible parties and contractors, the presence of television and print media, and various community and special interest groups.

Factor 5: Scope and Effect

Level 5-4, 225 Points

The purpose of the position is to develop and implement practical and effective solutions for the protection of human health and the environment, the clean up of contaminated sites, the removal of hazardous materials, and mitigation or damage to the environment within the Region. The employee provides advice on physical, environmental or engineering aspects of studies and investigations on human health risk by identifying, quantifying the nature of the incident, along with guidance and coordination for contractors and potentially responsible parties.

The work of the position affects and facilitates the work of entities contracted to test and clean up a site, potentially responsible parties, and the Region in which this position is located. The work helps to ensure that Federal, State and local laws are upheld; that the work is in compliance with Federal regulations; that the site sustains no further damage; and, that the damage does not spread to other environments.

Factor 6: Personal Contacts

Level 6-3, 60 Points

Personal contacts are with scientific, technical and engineering personnel, officials of Agency Headquarters and Regional offices, officials and professionals of other Federal, State and local agencies, industry representatives, members of congressional committees, and fellow members of national societies and special interest groups.

Factor 7: Purpose of Contacts

Level 7-3, 120 Points

In addition to exchanging factual information, the purposes of these contacts are to discuss methodological problems and potential solutions, explain the data obtained; persuade, influence or motivate individuals who generally have conflicting opinions; and to ensure that contractor work is following the agreed upon work plan. The incumbent's approach must be tactful, skillful and directed toward establishing a cooperative atmosphere conducive to open communication and to the expression and acceptance of plans and decisions in order to ensure compliance with federal, state, and local laws and with negotiated agreements.

Factor 8: Physical Demands

Level 8-2, 20 Points

The work requires overnight travel, extended work shifts (e.g. 12 to 18 hours, or more) during major emergency response or removal operations. The work requires a large amount of walking, climbing, running, bending, stooping, and the employee may be required to perform such physical activities while wearing a variety of protective clothing which can include respiratory protection or self-contained breathing apparatus.

Factor 9: Work Environment

Level 9-2, 20 Points

Work is both in an office and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. The employee is required to use protective clothing and equipment (i.e. gloves and face masks) and may occasionally be required to use fully encapsulating suits and supplied air (Level A and B).

Total Points = 3,220